



# City of Santa Barbara

## Submittal Requirements for Minor Design Review Projects

Some projects are minor in nature and do not require the same plan submittal information as larger projects. The information outlined in this handout is ***required*** for project analysis and scheduling for the following minor projects:

- |   |   |
|---|---|
| <input type="checkbox"/> Awnings                            | <input type="checkbox"/> Minor Exterior Alterations                     |
| <input type="checkbox"/> Building Colors                    | <input type="checkbox"/> Paving   |
| <input type="checkbox"/> Fences                             | <input type="checkbox"/> Re-roofing                                     |
| <input type="checkbox"/> Mechanical Equipment on the Ground | <input type="checkbox"/> Rooftop Equipment, Skylights, Satellite Dishes |
|   | <input type="checkbox"/> Utility Meters                                 |

Applications -Incomplete applications and/or plans delay processing, so please review the attached submittal requirements carefully. Applications that do not contain full and complete information will not be scheduled for review and will be returned to the applicant for completion. Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. or by calling (805) 564-5578, Monday through Friday (except holidays or as otherwise posted) from 8:30 a.m. to 4:30 p.m. Please note that we are closed every other Friday. A list of our business hours can be found at: [http://www.santabarbaraca.gov/Government/SustainableSB/Climate\\_Protection/9-80\\_Schedule.htm](http://www.santabarbaraca.gov/Government/SustainableSB/Climate_Protection/9-80_Schedule.htm)

Applicants are strongly encouraged to review street and planning files for the proposed project prior to submittal. **Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports will need to be addressed as part of your application.** Files are available for review at the Records and Archives counter located at 630 Garden St., (805) 564-5554. Additional information is also available online at <http://www.SantaBarbaraCA.gov>.

**The following information is required in addition to a completed Master Application (including required signatures), a letter from the Homeowner's Association (if applicable), and payment of the appropriate fees as indicated in the most current Fee Resolution adopted by the City Council:**

### 1. Awnings:

- ☐ Current color photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3" x 5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- ☐ Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. *(Please refer to sample boards available at the Planning Counter.)*
- ☐ **Samples:** Mount the **actual** fabric material samples and color chips proposed with the brand name and number on a foldable 8½" x 11" heavy paper. Identify the proposed color scheme for the project.

- ☐ Plans: Provide a scaled site plan. Plans must be a minimum of 18" x 24" in size. Include the project address, scale, zone, APN, property owner information (name, address, phone number); and scope of work.
- ☐ Elevations: Provide partial elevations clearly identifying the color scheme for more complicated proposals.
- ☐ Hardware: Installation hardware details which may include manufacturer's brochure/cut-sheets.

**2. Building Colors:**

- ☐ Current color photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3" x 5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- ☐ Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. *(Please refer to sample boards available at the Planning Counter.)*
- ☐ Samples: Mount the **actual** color chips proposed with the brand name and number on a foldable 8½" x 11" heavy paper. Identify the proposed color scheme for the project.
- ☐ Elevations: Provide partial elevations clearly identifying the color scheme for more complicated proposals.

**3. Fences:**

- ☐ Current color photographs of the site, the existing and proposed located of the fences and/or walls, adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3" x 5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- ☐ Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. *(Please refer to sample boards available at the Planning Counter.)*
- ☐ Scaled construction details of the proposed fence including materials and colors.
- ☐ Plans: Provide a scaled site plan that clearly shows the location of all driveways on the property and adjacent properties within 20 feet of the property line; and **the location and height of all existing and proposed fences and/or walls, within 5 feet of either side of the property lines.** The **total height of the fence** needs to be noted on the plans. If the height of the fence varies, each point where the height is different is to be noted by an actual number on the plans to show where the height varies and to ensure that the fence height complies with zoning requirements. Plans must be a minimum of 18" x 24" in size. Include the project address, scale, slope of

property, zone, APN, property owner information (name, address, phone number); and scope of work.

**4. Mechanical Equipment on the Ground:**

- ☐ Current color photographs of the site, and the existing and proposed location of the equipment to provide an accurate depiction of the proposed location and it's visibility from surrounding areas. *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3" x 5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- ☐ Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. *(Please refer to sample boards available at the Planning Counter.)*
- ☐ Manufacturer's brochure/cut-sheets of the proposed equipment. If the equipment is proposed to be painted, please provide the actual color chips proposed with the brand name and number on a foldable 8½" x 11" heavy paper. The dimensions of the existing and proposed equipment must be included in the information provided. **Please note that the decibel level of the equipment is not to exceed 60 decibels from the property line/s (See SBMC §9.16.025.c)**
- ☐ Plans: Provide a scaled site plan. Plans must be a minimum of 18" x 24" in size. Include the project address, scale, zone, APN, property owner information (name, address, phone number); and scope of work.

**5. Minor Exterior Alterations (ex. minor window or door changes as determined by Staff):**

- ☐ Current color photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3" x 5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- ☐ Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. *(Please refer to sample boards available at the Planning Counter.)*
- ☐ Manufacturer's brochure/cut-sheets of the proposed windows and/or doors.. The dimensions of the existing and proposed windows and/or doors must be included in the information provided.
- ☐ Plans: Provide a scaled site plan. Plans must be a minimum of 18" x 24" in size. Include the project address, scale, zone, APN, property owner information (name, address, phone number); and scope of work.
- ☐ Elevations: Provide partial elevations clearly identifying the color scheme for more complicated proposals.

**6. Paving:**

- ☐ Current color photographs of the site, the existing and proposed location of the paving, adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate

depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*

- ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3" x 5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- ☐ Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. *(Please refer to sample boards available at the Planning Counter.)*
- ☐ Manufacturer's cut-sheets of the pavers. The actual color chips proposed with the brand name and number on a foldable 8½" x 11" heavy paper. Identify the proposed color scheme for the project.
- ☐ **Plans:** Provide a scaled site plan. Plans must be a minimum of 18" x 24" in size. Include the project address, scale, zone, APN, property owner information (name, address, phone number); and scope of work.

**7. Re-roofing:**

- ☐ Current color photographs of the site, structure, the existing roof, adjacent structures and properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3" x 5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- ☐ Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. *(Please refer to sample boards available at the Planning Counter.)*
- ☐ Roof sample or manufacturer's brochure showing the proposed material and color.
- ☐ Please refer to the counter for a list of some generally unacceptable roof materials such as "S" tile and reflective roofing.

**8. Rooftop Equipment:**

- ☐ Current color photographs of the site, the roof, and the existing and proposed location of the rooftop equipment, to provide an accurate depiction of the proposed location and it's visibility from surrounding areas. Photographs **must** be clear and visually legible. Dark and/or discolored photographs are not acceptable.
- ☐ Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose, Polaroid or instamatic photographs are NOT acceptable). *(Please refer to sample boards available at the Planning Counter.)* Each digital photograph **must** be a minimum of 3" x 5" in size.
- ☐ Manufacturer's brochure/cut-sheets of the proposed rooftop equipment. If the equipment is proposed to be painted, please provide the actual color chips proposed with the brand name and number on a foldable 8½" x 11" heavy paper. The dimensions of the existing and proposed equipment must be included in the information provided. **Please note that the decibel level of the equipment is not to exceed 60 decibels from the property line(s) (See SBMC §9.16.025.c)**

## *Submittal Requirements for Minor Design Review Projects*

- ☐ Provide a scaled roof plan and site plan. Plans must be a minimum of 18" x 24" in size. Include the project address, scale, zone, APN, property owner information (name, address, phone number); and scope of work. Show the height of any parapet walls or other rooftop equipment.

### **9. Utility Meters:**

- ☐ Current color photographs of the site and the existing and proposed located of utility meters, adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3" x 5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
- ☐ Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. *(Please refer to sample boards available at the Planning Counter.)*
- ☐ **Plans:** Provide a scaled site plan. Plans must be a minimum of 18" x 24" in size. Include the project address, scale, zone, APN, property owner information (name, address, phone number); and scope of work.
- ☐ **Elevations:** Provide a scaled site plan showing the locations of the proposed meters in relation to the existing site. Plans must be a minimum of 18" x 24" in size and legible. Include the project address, scale, zone, APN, property owner information (name, address, phone number); and scope of work.